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DIARY NOTES FOR COLONEL WHITE

ADD/S

JWL

Wednesday, 14 August 1963

1. At the Executive Committee Meeting this morning there was nothing of immediate concern to the DD/S.

2. We canceled the DD/S Staff Meeting.

3. Jim Garrison came in to discuss a variety of things:

a. We spent half an hour going over what he regarded an improved version of his Activity Log. (You will find a copy in your reading file.) I still don't think they have found the type of reporting we want. Most of the 32 items listed for the two-week period ending 9 August were too complicated to be intelligible.

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b. Regarding the Fine Arts Commission's long-range program for establishing a color plan for the building, Jim wanted to know what he should do about arranging for the contracting, funding, etc. I told him to get in touch with [REDACTED] and have RE&CD or LSD handle the matter in a routine way.

c. Jim brought up his financial problems again, particularly regarding furnishings OTR wanted to get for the Broyhill Building. I told him he should go ahead with this, using material and furniture on hand, but keeping new acquisitions at the lowest possible figure and for things they absolutely had to have.

d. Jim was also concerned about the funding of the changes we made in the DD/I offices for their All Sources Center. I again urged him to put all these figures together for presentation to the Comptroller.

e. Regarding the 28 August demonstration, Jim pointed out that his people in the Potomac Park area were going to be right in the middle of the whole activity. He has heard that 150 comfort stations and many Red Cross First-Aid Stations are being set up in the area. Jim thought the R&S cafeteria which is open to the public should be closed as it

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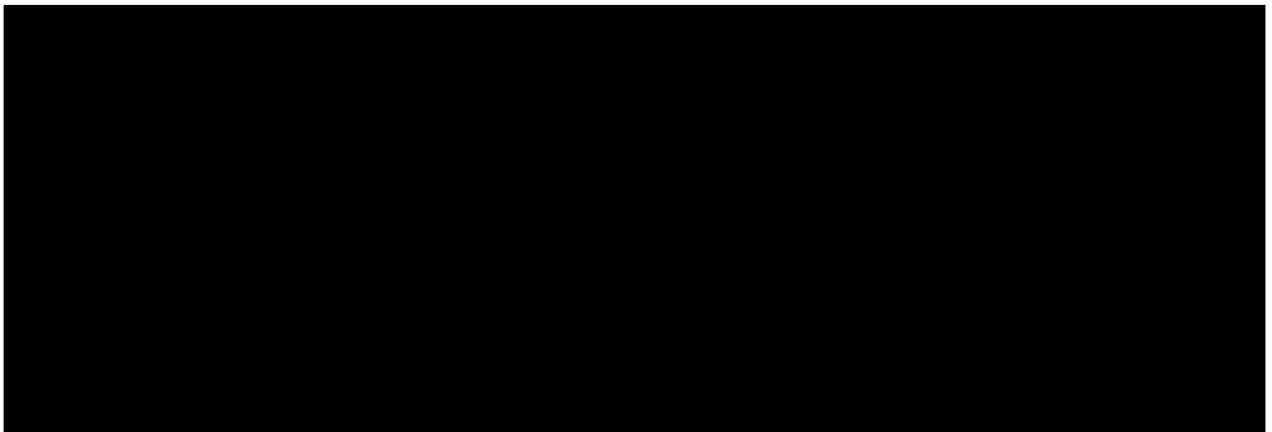
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could not handle any great number of people. Jim wanted to operate on the 28th with a skeleton crew of key men and let all his other people stay at home. I told him we would know more about the situation in the next two weeks and we would just have to play it by ear.

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3. At the DD/P Staff Meeting, the only item of interest to us was Bill [REDACTED] announcement of recent changes in the Language Training Program. Cash awards have been cancelled and tutorial or after-hours training will be paid for by the users. Bill made a very sensible presentation urging that everyone be more selective of their volunteers sent for language training. There were no comments from the floor.

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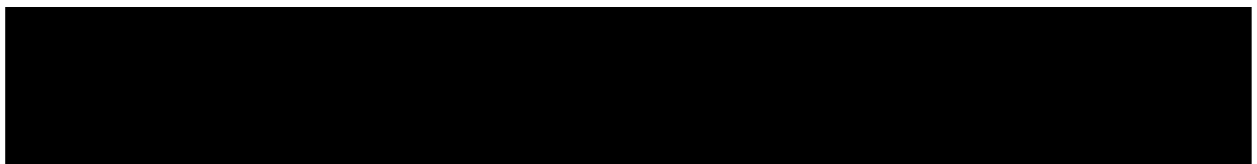
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5. [REDACTED] alerted me that plans were being developed for a Longevity Awards Ceremony to be held in the auditorium on Wednesday, 18 September, at which General Carter or Mr. McCone would present ten- and fifteen-year certificates. As was done last year, each component will be asked to select representatives who will receive token awards on behalf of their fellow employees. [REDACTED] will make an announcement to the Senior Staff on 19 August and urge each component to assure that their representatives include a cross section of their employees, i. e., women as well as men, plenty of the lower grades, Negroes, etc.

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6. Bob also discussed the Fitness Reports that are required for JOTs during their first year on duty. They are entirely useless in the light of the training evaluations of each JOT which become a part of his permanent personnel record. I agreed that these Fitness Reports could be eliminated provided that, if necessary, some record is made in the ^{new} file to avoid any delinquencies showing up in the Office of Personnel records.

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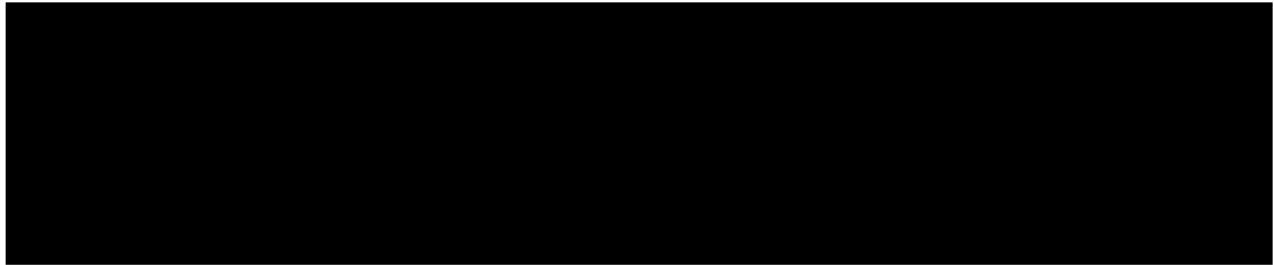


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8. At Kirk's request I attended a luncheon for Dr. [REDACTED] and [REDACTED] most of the Medical Staff. Kirk thinks that Dr. [REDACTED] is the dean of the medical profession in the Washington area and that it would be a good idea for John Tietjen and the others to get to know him. 25X1A9a

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9. At John Bross's request I joined him, Kirk, and Emmett Echols in a session with General Carter concerning personnel ceilings and the problem of getting the picture clearly before the Director of what we felt we should ask the Bureau of the Budget and Congress to approve. We went over the figures in detail. General Carter urged that the Comptroller prepare a presentation which would make clear to the Director where increases have occurred since he took office and the reasons, which Carter thought were very good, behind these increases. It was pointed out that of the [REDACTED] additional ceiling positions between the Fiscal Year 1962 year-end ceiling and the proposed Fiscal Year 1965 request, [REDACTED] were brought about by NPIC, DD/S&T, and the Office of Communications. General Carter expressed his willingness, even eagerness, to ask for enough people to do our job properly. 25X9A2

EA-DD/S

10. Mr. Kirkpatrick sent back today, approved, the papers you sent him in response to Action Memorandum A-272 concerning ways of reacquainting personnel with Agency Regulations (DD/S 63-3311). Specifically, (1) he will preach a short sermon on the subject at some forthcoming Senior Staff Meeting; (2) we are authorized to issue periodically a brief summary or check-list of changes; and (3) he particularly likes the issuance of the proposed check-list for supervisors, which he suggests should be required reading for all Branch Chiefs and above.

11. Kirk also returned today the report of the Mail and Courier Task Force which you sent up on 12 July (DD/S 63-2898). His comment: "Many thanks. It looks like a very worthwhile effort."

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12. I reviewed with [REDACTED] the organization and functions of DD/S&T. We agreed to press for early publication, next week if possible, of a suitable statement in the Regulation on Agency organization, but Wheelon wanted two weeks in which to consider the exact text.

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